

Vera Keala

Clerical Support



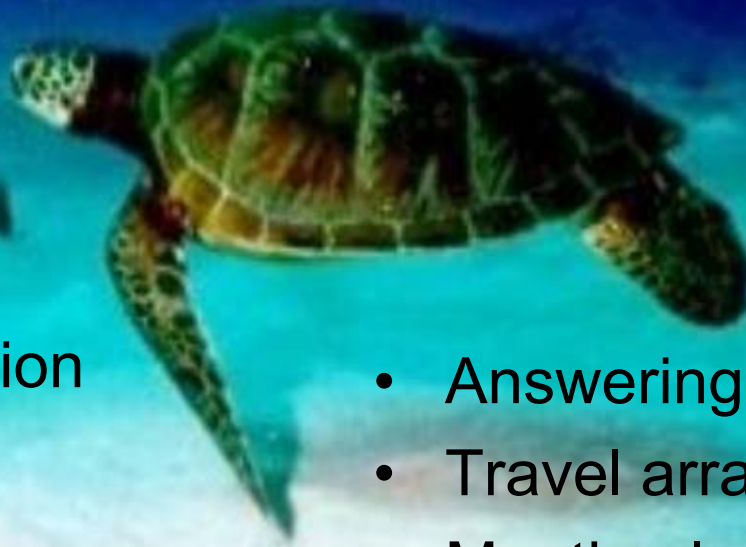
Contact Information

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Areas of Responsibility



- Document duplication and distribution
- Newsletters
- Council & SSC briefing books
- FMPs
- General Mailings
- Staff Support
- Filing
- Answering phones
- Travel arrangements
- Meeting logistics:
 - Set up and breakdown
 - Transport equipment and supplies
 - Administrative support
- Other duties as assigned